



CITY OF ATLANTA

Job Announcement

BUYER ASSISTANT

STARTING SALARY: \$25,593
Salary Grade 11

Applications Accepted From: December 15, 2003 until January 09, 2004

Minimum Job Requirements

Persons applying must have a high school diploma or GED and two years of clerical experience in a purchasing environment; or an equivalent combination of education, training and experience.

Duties of the Job:

This employee processes specifications for annual supply contracts including evaluating needs; prepares and processes requisitions, including submitting to vendors for quotes, analyzing cost savings on requisitions and bids, establishing deadlines for bid submission, responding to bidder inquiries, following up on status of requisitions as needed; prepares open market contract; maintains accurate updated list of vendors and bidders; assists buyer with work load as necessary; maintains files of purchase orders, correspondence, late quotes, etc.; supports budgetary and purchasing guidelines and uses discretion and judgement in purchasing and awarding contracts; proof reads specifications, bids, requisitions, and contracts to prevent errors and legal action.

To Apply For This Job

Applications will be accepted weekdays during the hours 8:30 a.m. - 4:30 p.m., Monday through Friday.

Resumes will not be accepted in lieu of application.

Apply at: Department of Human Resources, 68 Mitchell Street SW, Suite 2107, Atlanta, GA. 30303

Phone: (404) 330-6369 www.atlantaga.gov FAX: (404) 658-6157

Affirmative Action/Equal Opportunity Employer

The City of Atlanta is an Equal Opportunity Employer and does not discriminate on the basis of Race, Sex, Age, National Origin, Religion, Sexual Orientation, Gender Identity, or Physical/Mental Disability (Except where physical requirements constitute a bona fide occupational qualification.)

APPLICANTS WHO MEET THE ABOVE REQUIREMENTS ARE PLACED ON THE ELIGIBLE REGISTER IN THREE CATEGORIES: QUALIFIED, WELL QUALIFIED, HIGHLY QUALIFIED.

The hiring authority will contact only those applicants they deem most appropriate for the position. Letters will not be mailed to job applicants.

THE EXAMINATION FOR THIS JOB WILL CONSIST OF AN EVALUATION OF TRAINING AND EXPERIENCE.